



## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No : TR1/815(35)/2010-MED.

O/o VC&MD,  
Hyderabad – 624.

### **CIRCULAR NO: 30 /2010 – MED, Dt:31.12.2010**

SUB:**TYRES**: Generation of Scrapped Tyres and Precured Tread Rubber performance statements at Tyre Retreading Shops – Instructions – Reg.

- Ref: 1. Cir no. 18/97 – MED dt. 12.09.1997.  
2. Cir no. 21/99 – MED dt. 09.06.1999.  
3. Cir no. 35/99 – MED dt. 07.12.1999.  
4. Lr no. TR1/815(44)/08 –MED dt. 02.12.2008  
5. Lr no. AME-2(Mgr-IT)/Vem(02)/2008 dt. 10.12.2008  
6. Cir no. 19/10 – MED dt. 11.08.2010.  
7. Cir no. 20/10 – MED dt. 18.08.2010.  
8. Cir no. 24/10 – MED dt. 08.09.2010.

Corporation is spending around ₹ **120 Crores per annum** on Tyres and its allied material like Precured Tread Rubber (PTR), tubes, flaps, etc., which constitute about **7%** of total **MED** expenditure. It is the area of concern next to Diesel Cost in MED cost control areas. Therefore Corporation made a policy to procure Tyres and Precured Tread Rubber on the **basis of cost per kilometre performance** to ensure procurement of **quality products**. Thus, the **monthly performance data of scrapped Tyres and PTR** being submitted by Asst. Mechanical Engineers(Tyres), occupies vital place to take appropriate decisions in procuring the said material.

Detailed instructions were given vide the Circulars cited at **1<sup>st</sup> to 3<sup>rd</sup>** references on the preparation of performance reports in respect of the **scrapped Tyres** and **PTR** and the importance of correctness of data. It is emphasised that **AME(Tyres)** shall ensure recording of proper data, subsequent compilation and accuracy of the reports. It is also stressed that these statements be scrutinized by the **Works Manager** before being submitted to Corporate Office.

On **computerisation** of the whole process and further linking Tyre Retreading Shops to **OLIMS** at Zonal Stores, **human involvement** in entering the Mileage data has been totally avoided. In the process of pruning the system, further guidelines were also issued vide **the references 4<sup>th</sup> to 8<sup>th</sup>** cited on ensuring proper accountal of Tyres at different stages in the Depots i.e., initial fitment, rotation details etc. However the **entire system requires proper supervision** to derive the desired result of recording correct mileages. This aspect is being neglected at Depots and Tyre Retreading Shops and as a result, the following lapses are taking place.

- Tyres are being sent to **J-ward** with hard copy of **MTD 68D** only **without** being accompanied by **a soft copy**. This is resulting in **manual feeding** of current mileages at **TRS**, giving **scope for human error**.

- In the instances **of issuing Tyres from J-ward to other Depots** than to the parent Depot and in the **absence of soft copy**, mileages at certain RC/RT/REP stages are overlooked or wrongly posted by the receiving Depot during manual feeding.
- The **Tread rubber brand** is not being clearly written on Tyre history cards at TRS giving scope for wrong data entry of PTR brand.
- At some of the depots, the **VEMAS Tyre master is kept open** to the Tyre Mechanics and Tyres ADC giving scope for **manipulation** of mileages.
- Though instructions were clearly given vide **letter 5<sup>th</sup>** cited **not to keep Tyre vacant positions** on any vehicle, the same are being neglected at some depots by not ensuring uploading of software by the Regional core group / System Supervisor.
- **Tyre bunches are not being updated** at many depots regularly whenever tyres are changed/rotated on the vehicles giving scope for manipulation of mileages.
- **Tyres ADCs** are not trained properly on VEMAS Tyre module and they **are being shifted frequently**, contrary to the instructions issued vide **letter 4<sup>th</sup>** cited.

Therefore, the **following guidelines** are issued **for strict implementation** at the **Depots, Zonal Stores** and **Tyre Retreading Shops** to ensure proper recording of make wise data of Tyres and PTR.

- The Depots **shall** send Tyres to J-ward of Stores through **68D soft copy** invariably without any deviation. If necessary, a **PEN drive** may be procured and arranged to the Tyre Section for this purpose duly taking it into T&P account.
- The **Maintenance In charge** and the **Tyres ADC** of the depot shall ensure sending of the Tyres to the Stores along with the soft copy and also to download the data from soft copy received from the J-ward of the Stores. The **System Supervisor** shall provide the required technical assistance to the Maintenance In charge / General ADC in this regard.
- The Maintenance In charge of the Depot shall ensure that the **Tyre bunches are updated** regularly whenever tyres are changed/rotated on the vehicles and that **no Tyre vacant positions** are maintained on any vehicle.
- The DM / Maintenance In charge shall ensure loading of the relevant software as per the letter 5<sup>th</sup> cited by the Regional Core group / System Supervisor and shall ensure implementation of the instructions..
- The **Depot Managers** shall ensure proper **training to the Tyres ADCs** on VEMAS Tyre Module and to ensure **retention of Tyres ADC** in Tyre section **for a period of at least THREE years** as communicated vide the **letter 4<sup>th</sup>** cited.
- **J-ward** of respective stores shall allow Tyre receipts through **68D soft copy only, lest the Tyres shall not be accepted.**

- Similarly, the J-ward of Stores shall ensure sending of **processed Tyres to depots through 68D soft copy**, invariably.
- AME (Tyres) shall ensure that **correct data on process classification of RC, RT and REP and PTR brand** etc., is entered on Tyre history cards at **TRS** after inspection of the Tyres.
- AME (Tyres) shall also ensure that **rubber stamps are prepared for all the Tread rubber brands** communicated through Circular **7<sup>th</sup>** cited, avoiding manual entry of PTR make.

Further to avoid any wrong data entry and to rectify the same at ground level in TRS itself, it **is decided to have monthly internal audit of the Tyre Mileages records being accounted for Scrapped Tyres and Tread Rubber performance in that particular month**. This will also create awareness among all the concerned on the subjects of financial importance in general.

#### **Audit of Tyre Mileages accounted for PTR Performance:**

As observed from the **Tyre status** (as on **15/11/2010**) statements of different Zones **processed RC/RT Tyres are available in J-ward awaiting dispatch** at any point of time ranging from **5% to 21%** of average monthly productions. As these Tyres are **already accounted for the PTR performance in that particular month**, the performance details of the same can be taken for random audit verification. Hence **it is decided to audit at least 5% of processed Tyres to authenticate the monthly generated Make-wise Tread Rubber performance report**.

For enabling the audit wing to authenticate the mileages generated in PTR monthly performance statement, following **Tyre wise performance format** is to be generated **on the processed RC and RT Tyres awaiting despatch at the J-ward** from the Tyre Master Data which can be cross checked with the Tyre History cards.

Sl.no	RTC No	Depot	Current RC Kms	PTR Brand	Month of application
(1)	(2)	(3)	(4)	(5)	(6)

#### **Audit of Tyre Mileages accounted for scrapped Tyres Performance:**

In case of scrapped Tyres performance also, same **5% of total Tyres scrapped in a particular month** can be subjected to audit to authenticate the monthly generated scrapped Tyre performance report. As all the **Tyres classified for scrap** in a particular production month are **available with J-ward**, the same data can be extracted from Tyre Master in the following **format** to enable the Audit to go through the Tyre wise details and to cross check with the Tyre History cards.

Sl.no	RTC no	Type	Size	No. of RCs	New Kms	RC1 Kms	RC2 Kms	RC3 Kms	RC4 Kms	RC5 Kms	RC6 Kms	Total Kms
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

**The Asst Mechanical Engineers (T) are to henceforth, get the monthly Scrapped Tyre performance and PTR performance reports audited before sending**

**them to Corporate Office. The statements are to be invariably signed by AME(T) and WM concerned, and shall have the certification of Audit having verified the authenticity of mileages as stated above.**

At Corporate office, the consolidated statements of both the scrapped Tyres and PTR performance are to be prepared **only on the request of SPD** for the previous 10 quarters and 6 quarters respectively. These consolidated statements are **to be audited for the 5% of accounted Tyres and PTR quarter wise** and certified accordingly by test audit section.

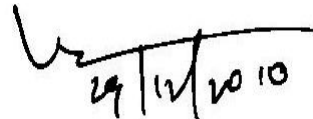
All the **Depot Managers** and **Asst. Mechanical Engineers(Tyres)** are strictly advised **to follow the above guidelines** to streamline the activity of recording the Tyre mileages, in turn leading to correct reflection of Scrapped Tyres and Tread Rubber performance in monthly reports being generated at the Tyre Retreading Shops.

All the **Works managers** and **Dy. Chief Mechanical Engineers** are advised **to follow up regularly** the Units under them so that to no deviation takes place in the above instructions.

All the **Dy. Chief Accounts Officers** / Accounts Officers are advised to get audited the Tyres accounted for the **monthly Scrapped Tyre performance and PTR performance** as stated above.

All the **Regional Managers** are advised to bestow their personal attention on the implementation of the above instructions in the Depots under their respective jurisdictions and **review the said aspects in their periodical review meetings and inspections.**

The **Executive Directors** of Zones are requested to ensure **strict implementation** of the above instructions to have proper accountal of Tyre mileages.



**Vice-chairman and Managing Director**

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Copy to: CME(O), CME(C&B), CE(IT), CCOS & CA for information & necessary action.

Copy to: All WMs, COsS & Dy.CAOs for necessary action.

Copy to: All Dy.Chief Mechanical Engineers for necessary action.

Copy to: All Asst. Mechanical Engineers(T) for necessary action.

Copy to: All Depot Managers / Accounts Officers for necessary action

Copy to: All Maintenance In-charges for necessary action